

# *MINUTES*

Transportation Policy Committee  
of the  
Regional Planning Commission  
for

Jefferson, Orleans, Plaquemines, St. Bernard and St. Tammany Parishes

**March 13, 2012**

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Committee Members: John Young, Jr., Chairman (designee: Mark Drewes); David Peralta, 1<sup>st</sup> Vice Chairman (designee: Charles Ponstein), Mitch Landrieu, 2<sup>nd</sup> Vice Chairman ; (designee: Cedric Grant); Billy Nungesser, Secretary (designee: Byron Williams); Patricia Brister, Treasurer (designee Trilby Lenfant); Elton Lagasse (designee: Angela Callais), John Shaddinger, Lee Giorgio, Jack Stumpf, Jacquelyn Clarkson, Eric Granderson, Jeffrey Schwartz, Ronald Carriere, Keith Hinkley, Byron Marinovich, Mike Ford, Darren Barrois, Sr., Ray Lauga, Casey Hunnicutt, David Munn, Steve Stefancik, Reid Falconer, Richard Kelley, Sherri LeBas (designee: Mike Stack); Freddy Drennan (Designee: Tara Ingram-Hunter), John Morrow, V.J. St. Pierre (designee: Tim Vial), Iftikhar Ahmad (designee Scott Yarley), Pat Gallwey, Natalie Robottom, Donald Villere, Barbara Major (designee: Stefan Marks), Pat Gallwey, Mike Cooper, Andre Laborde

Attendance: 34

Consultants: Ernest Burguieres, III, Legal Counsel

Staff: Walter Brooks, Jeff Roesel, Jonathan Ducote, Maggie Woodruff, et al



## **AGENDA**

1. Consideration: Approval of January 10, 2012 Minutes  
Approval of February 14, 2012 Minutes
2. Consideration: Amendments to the New Orleans Transportation Improvement Program, Transit Element (FFY-12)
3. Consideration: Amendments to the St. Tammany Transportation Improvement Program, Highway Element (FFY-13 through 16)
4. Consideration: Approval of the Transportation Unified Planning Work Program (UPWP) for FY 2012 –13

5. Consideration: Consultant Selection: Congestion Management Systems Planning – St. Tammany Parish. RPC Task SL-1.12 (FY 12 UPWP) Amount: \$40,000
6. Presentation: U.S. Coast Guard – N.O. Area Contingency Plan for oil and hazardous material response  
By: Captain Peter W. Gautier, Sector N.O. Commander  
And Captain of the Port
7. Presentation: The High Cost of Free Parking  
By: Donald Shoup, Ph.D., Professor of Urban Planning, UCLA
8. Consideration: Ethics Education Training
9. Consideration: Public Comment Period
10. Other Matters



**Mr. Stefancik acted as Chairman and led everyone in the Pledge of Allegiance.**

Following the roll call, a quorum was established and the Chairman called the Transportation Policy Committee meeting to order.

Mr. Brooks welcomed new members from Plaquemines Parish: Council Chairman Byron Marinovich, Mr. Mike Ford and Mr. Darren Barrois.

**1. Consideration: Approval of January 10, 2012 Minutes**

Mr. Kelley made a motion to approve the minutes, seconded by Mr. Ponstein and approved unanimously as noted by the Chairman.

**Approval of February 14, 2012 Minutes**

Mr. Lauga made a motion to approve the minutes, seconded by Mr. Kelley and approved unanimously as noted by the Chairman.

**2. Consideration: Amendments to the New Orleans Transportation Improvement Program, Transit Element (FFY-12)**

Mr. Brooks referred the members to page 4 of the meeting packet for the amendments to the New Orleans TIP, Transit Element, and Mr. Roesel provided an explanation of the proposed amendments.

There being no questions or objections, the Chairman called for a motion to approve the New Orleans TIP amendments for the transit element. It was so moved by Mr. Grant seconded by Ms. Clarkson and approved unanimously as noted by the Chairman.

**3. Consideration: Amendments to the St. Tammany Transportation Improvement Program, Highway Element (FFY-13 through 16)**

Mr. Roesel referred members to the handout and explained that this document is the northshore TIP, Highway Element, for Federal Fiscal Years 2013 through 2016.

There being no questions or objections, the Chairman called for a motion to approve the St. Tammany TIP, highway element. It was so moved by Mr. Falconer, seconded by Mr. Munn, and approved unanimously as noted by the Chairman.

**4. Consideration: Approval of the Unified Planning Work Program FY 12-13**

Mr. Brooks referred the members to a handout of the Unified Planning Work Program for Fiscal Years 2012-13. He explained that the draft, which was presented to them on February 14<sup>th</sup>, had undergone public review and awaited adoption by the Commission.

There being no questions or objections, the Chairman called for a motion to approve the Unified Planning Work Program for Fiscal Years 2012-13, authorizing the chairman or Executive Director to execute the necessary grant agreements and related documents. It was so moved by Mr. Munn, seconded by Mr. Grant, and approved unanimously as noted by the Chairman.

**5. Consideration: Consultant Selection  
Congestion Management Systems Planning:  
St. Tammany Parish  
RPC Task SL 1.12; FY-12 UPWP Amount: \$40,000**

Mr. Brooks explained that the purpose of this project is to assist the RPC in the collection of traffic counts and other data that will be used to document changes in traffic patterns, and as input into the region's Transportation Demand Model and Congestion Management System Plan. It will also be used by the RPC and DOTD for evaluating existing traffic conditions and identifying system preservation and transportation improvement needs. Mr. Brooks referred the members to page 8 which listed respondents to the Request for Qualifications. Following RPC staff and DOTD review, the firm of ITS Regional, LLC was recommended to undertake this project.

There being no questions or objections, the Chairman called for a motion to approve the consultant selection and to authorize the Chairman and/or Executive Director to execute any documents in connection with this project. It was so moved by Mr. Falconer, seconded by Mr. Kelley and approved unanimously as noted by the Chairman.

**6. Presentation: U.S. Coast Guard – N.O. Area Contingency Plan for Oil and hazardous material response**  
**By: Captain Peter W. Gautier, Sector N.O. Commander And Captain of the Port**

Ms. Lynn Dupont, RPC Principal Planner/GIS Coordinator, introduced Captain Gautier who gave a presentation on the update to the New Orleans Area Contingency Plan for oil and hazardous material response. Captain Gautier explained that the recent BP oil spill has brought this issue to the forefront, but it's surprising how often smaller incidents require oil spill or hazardous material response. The Coast Guard is holding a series of workshops with the region's parishes to identify sensitive sites and plan how to defend them. They are employing the use Geographic Information Systems (GIS) to map out the sites.

Ms. Clarkson thanked Captain Gautier for his leadership of the Coast Guard as a "first responder". The Chairman also thanked Captain Gautier for his presentation and for his work.

**7. Presentation: The High Cost of Free Parking**  
**By: Donald Shoup, Ph.D., Professor of Urban Planning, UCLA**

Ms. Meredith Soniat explained that Dr. Shoup is in New Orleans to participate in a speaker series on Smart Growth sponsored by the UNO Transportation Institute, the Urban Land Institute, the Louisiana Chapter of the American Planning Association and the DDD. To conclude her introduction, Ms. Soniat reported that the Wall Street Journal dubbed Dr. Shoup a "parking rock star".

Dr. Shoup made a presentation beginning with common mistakes cities make relative to larger than necessary requirements for off-street parking, and inadequately pricing, or offering free curbside parking. He suggested three reforms including: 1. using performance-based pricing for curbside parking, 2. returning meter revenues to the specific streets or neighborhoods in which they're collected for the purpose of maintenance and improvements to the same and, 3. removing or reducing off-street parking requirements. In his experience, these remedies have changed parking behaviors and increased the availability of demand-area curbside parking places.

There were no questions or comments. The Chairman thanked Dr. Shoup for his presentation.

**8. Consideration: Ethics Education Training**

Mr. Brooks referred members to a letter from RPC Legal Counsel Ernest Burguières regarding ethics education training for RPC Commissioners and staff. He then asked Mr. Burguières to discuss the matter. Mr. Burguières reminded members that disclosure forms are due in May. Also this year, ethics training is required. Elected officials are already

aware of these requirements, but non-elected Commission appointees and staff must also complete training which takes approximately one hour.

Mr. Brooks referred members to page 9 of the packet which cites the State Statute and lists training options. The Port of New Orleans will host a training session in September and online training is also available.

The Chairman added that May 1st is the deadline for disclosure forms and ethics training classes are an annual requirement.

**9. Public Comment Period**

The Chairman asked if there was any public comment. There were none.

**10. Other Matters:**

There were no other matters brought before the TPC for their consideration. The Chairman declared the TPC Meeting closed and opened the regular meeting of the RPC.

# ***MINUTES***

Regional Planning Commission  
for  
Jefferson, Orleans, Plaquemines, St. Bernard and St. Tammany Parishes

**Tuesday, March 13, 2012**

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Committee Members: John Young, Jr., Chairman (designee: Mark Drewes); David Peralta, 1<sup>st</sup> Vice Chairman (designee: Charles Ponstein), Mitch Landrieu, 2<sup>nd</sup> Vice Chairman ; (designee: Cedric Grant); Billy Nungesser, Secretary (designee: Byron Williams); Patricia Brister, Treasurer (designee Trilby Lenfant); Elton Lagasse (designee: Angela Callais), John Shaddinger, Lee Giorgio, Jack Stumpf, Jacquelyn Clarkson, Eric Granderson, Jeffrey Schwartz, Ronald Carriere, Keith Hinkley, Byron Marinovich, Mike Ford, Darren Barrois, Sr., Ray Lauga, Casey Hunnicutt, David Munn, Steve Stefancik, Reid Falconer, Richard Kelley, Sherri LeBas (designee: Mike Stack)

Attendance: 24

Administrative  
Consultants: Ernest Burguieres, Legal Counsel

Staff: Walter Brooks, Jeff Roesel, Maggie Woodruff, et al



## **AGENDA**

1. Consideration: Approval of January 10, 2012 Minutes  
Approval of February 14, 2012 Minutes
2. Committee Reports: (a) Budget & Personnel  
(b) Other Committee Reports
3. Consideration: Financial Report  
(a) Balance Sheet of Local Activities  
(b) Monthly Budget Report
4. Consideration: Consultant Selection:  
N.O. Regional Bicycle/Pedestrian Safety Program:  
Social Marketing & Media Campaign  
(RPC Project No. NBP3-Media)  
Amount: \$641,450

5. Consideration: Contract Amendment with Materials Management Group, LLC: Brownfield Phase 2 Assessment, St. Margaret's at Mercy Hospital Site  
Re: Bid Preparation for Clean Up and Proposal Review  
Task Amount: \$9,500 – Adjusted Contract Amt. \$75,610
6. Consideration: Contract Amendment with Providence Engineering and Environmental  
Bayou Treme Center for Arts & Education  
Re: Storage Tank Removal & Environmental Testing  
Task Amount: \$20,000 – Adjusted Contract Amt. \$126,816
7. Consideration: Amendment to the New Orleans Transportation Improvement Program, Transit Element (FFY-12)
8. Consideration: Approval of the St. Tammany Transportation Improvement Program, Highway Element (FFY-13 – 16)
9. Consideration: Approval of the UPWP for FY 2012–13
10. Consideration: Consultant Selection:  
Congestion Management Systems Planning –  
St. Tammany Parish  
RPC Task SL-1.12 (FY 12 UPWP) Amount: \$40,000
11. Consideration: Ethics Education Training
12. Consideration: Travel Authorizations
13. Consideration: Consultant Billings
14. Consideration: Disposal of Office Equipment (trade in of Cannon copier)
15. Other Matters:



The Chairman called the meeting to order and noted the existence of a quorum.

**1. Consideration: Approval of January 10, 2012 Minutes**

Mr. Ponstein made a motion to approve the minutes, seconded by Mr. Giorgio and approved unanimously as noted by the Chairman.

**Approval of February 14, 2012 Minutes**

Mr. Ponstein made a motion to approve the minutes, seconded by Mr. Munn and approved unanimously as noted by the Chairman.

- 2. Committee Reports:** (a) **Budget & Personnel**  
(b) **Other Committee Reports**

Mr. Brooks explained that the committee reports would come under regular agenda items.

**3. Consideration: Financial Report**  
**(a) Balance Sheet of Local Activities**  
**(b) Monthly Budget Report**

Mr. Brooks referred the members to page 10 of the meeting packet for the balance sheet for the month ending January 31, 2012. He itemized assets totaling \$2,070,287.54 and liabilities with a fund balance of \$2,070,287.54.

There being no questions or objections, the Chairman called for a motion to approve the balance sheet report. It was so moved by Mr. Kelley, seconded by Ms. Clarkson and approved unanimously as noted by the Chairman.

Mr. Brooks then referred the members to page 11 of the meeting packet for the budget compared to actual expenditures dated January 31, 2012 for 7 months of the fiscal year (July 2011 through January 2012). There was one budget amendment to move \$30,000 from grant contingency to salaries in order to hire an additional secretary.

There being no questions or objections, the Chairman called for a motion to approve the Monthly Budget report. It was so moved by Mr. Munn, seconded by Mr. Hunnicutt and approved unanimously as noted by the Chairman.

**4. Consideration: Consultant Selection:**  
**N.O. Regional Bicycle/Pedestrian Safety Program:**  
**Social Marketing & Media Campaign**  
**(RPC Project No. NBP3-Media)**  
**Amount: \$641,450**

Ms. Karen Parsons, RPC Principal Planner, explained that this contract is part of the non-motorized safety program to reduce injuries and fatalities for pedestrians and bicyclists. She said that social media and other media and marketing tools will be used to increase awareness. Results will be measured with pre- and post-campaign surveys to gauge awareness levels. The campaign will run through June 30, 2013.

Mr. Brooks referred the members to page 12 which listed respondents to the Request for Qualifications. Following RPC staff review, the firm of Keating Magee was recommended to undertake this project.

There being no questions or objections, the Chairman called for a motion to approve the consultant selection and to authorize the Chairman and/or Executive Director to execute any documents in connection with this project. It was so moved by Mr. Grant, seconded by Mr. Kelley and approved unanimously as noted by the Chairman.

- 5. Consideration: Contract Amendment with Materials Management Group, LLC: Brownfield Phase 2 Assessment, St. Margaret's at Mercy Hospital Site  
Re: Bid Preparation for Clean Up and Proposal Review  
Task Amount: \$9,500 – Adjusted Contract Amt. \$75,610**

Ms. Rebecca Otte, RPC Brownfield Redevelopment Program Coordinator, explained that this task will assist the RPC with preparation of bid specifications and proposal review for the St. Margaret's at Mercy Hospital Site, which is a Brownfield site. The work will be an additional task within an existing contract in the amount of \$9,500, for a new total of \$75,610.

There being no questions or objections, the Chairman called for a motion to approve the amendment. It was so moved by Mr. Grant, seconded by Ms. Clarkson and approved unanimously as noted by the Chairman.

- 6. Consideration: Contract Amendment with Providence Engineering and Environmental  
Bayou Treme Center for Arts & Education  
Re: Storage Tank Removal & Environmental Testing  
Task Amount: \$20,000 – Adjusted Contract Amt. \$126,816**

Ms. Otte explained that this task will include removal of two underground storage tanks and environmental testing at the Bayou Treme Center for Arts & Education. As with the amendment above, the work will be added to an existing contract and performed under LDEQ's Voluntary Remediation Program. The listed task amount of \$20,000 was an estimate, however the updated cost estimate is \$22,100, for an adjusted contract amount of \$128,916.25. The contract will include a caveat if additional sampling is required by LDEQ at the time of tank removal.

There being no questions or objections, the Chairman called for a motion to approve the amendment. It was so moved by Ms. Clarkson, seconded by a Mr. Grant and approved unanimously as noted by the Chairman.

- 7. Consideration: Amendment to the New Orleans Transportation Improvement Program, Transit Element (FFY-12)**
- 8. Consideration: Approval of the St. Tammany Transportation Improvement Program, Highway Element (FFY-13 – 16)**
- 9. Consideration: Approval of the UPWP for FY 2012–13**
- 10. Consideration: Consultant Selection:  
Congestion Management Systems Planning –  
St. Tammany Parish  
RPC Task SL-1.12 (FY 12 UPWP) Amount: \$40,000**

Mr. Brooks requested concurrence of items 7 – 10 which were favorably approved by the members of the Policy Committee.

There being no questions or objections, the Chairman called for a motion to approve items 7 – 10 in globo. It was so moved by Mr. Munn, seconded by Mr. Lauga and approved unanimously as noted by the Chairman.

**11. Consideration: Ethics Education Training**

The Chairman noted that this item was also covered in the Transportation Policy Committee meeting. There was no further discussion.

**12. Consideration: Travel Authorizations**

Mr. Brooks reported that there were no travel authorizations this month.

**13. Consideration: Consultant Billings**

Mr. Brooks referred members to a summary list of the consultant bills on page 13 in the meeting packet, followed by individual Progress Report Evaluation Forms, noting that staff had favorably reviewed each of them for payment.

There being no questions or objections, the Chairman called for a motion to approve the consultant billings. It was so moved by Mr. Kelley, seconded by Mr. Giorgio and approved unanimously as noted by the Chairman.

**14. Consideration: Disposal of Office Equipment (trade in of Cannon copier)**

Mr. Brooks explained that this disposal consists of a trade-in of the RPC's Cannon copier.

There being no questions or objections, the Chairman called for a motion to approve the consultant billings. It was so moved by Mr. Ponstein, seconded by Mr. Kelley and approved unanimously as noted by the Chairman.

**15. Other Matters**

There being no other matters to discuss, the Chairman called for a motion to adjourn. It was so moved by Mr. Ponstein, seconded by Mr. Kelley and approved unanimously as noted by the Chairman.